

## Office Communicator Installation and Configuration

This document has been designed to assist you in the installation and setup of the Microsoft Office Communicator program. This program will enable you to instant message, share your desktop, do audio / video calls, share your “presence”, and transfer files to other users from your computer.

Prior to installing any software on your computer, please contact your IT department to ensure proper installation protocols are followed.

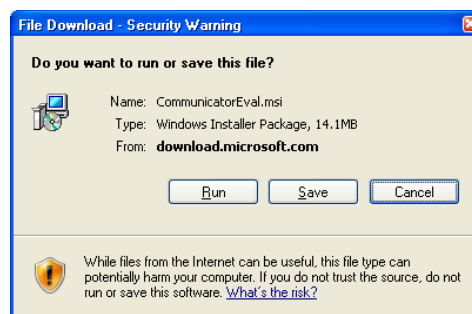
### Installation

1. Check to see if you already have Microsoft Office Communicator installed. Click on [Start](#) then select [All Programs](#) and look for [Microsoft Office Communicator 2007 R2](#).



If you find that Microsoft Office Communicator (hereafter referred to as MOC) previously has been installed, please continue to configuration of MOC in the **Setup** portion of this document found on the next page . Otherwise, continue to Step 2. to install the MOC software.

2. [Click here](#) to download the Microsoft Office Communicator software. If you are unable to use this link, please visit Microsoft’s web site listed at the end of this document.
3. After clicking on the link above, you will be asked if you would like to [Run](#) or [Save](#) the file. Click [Run](#).



4. The MOC setup (CommunicatorEval.msi) will be downloaded.

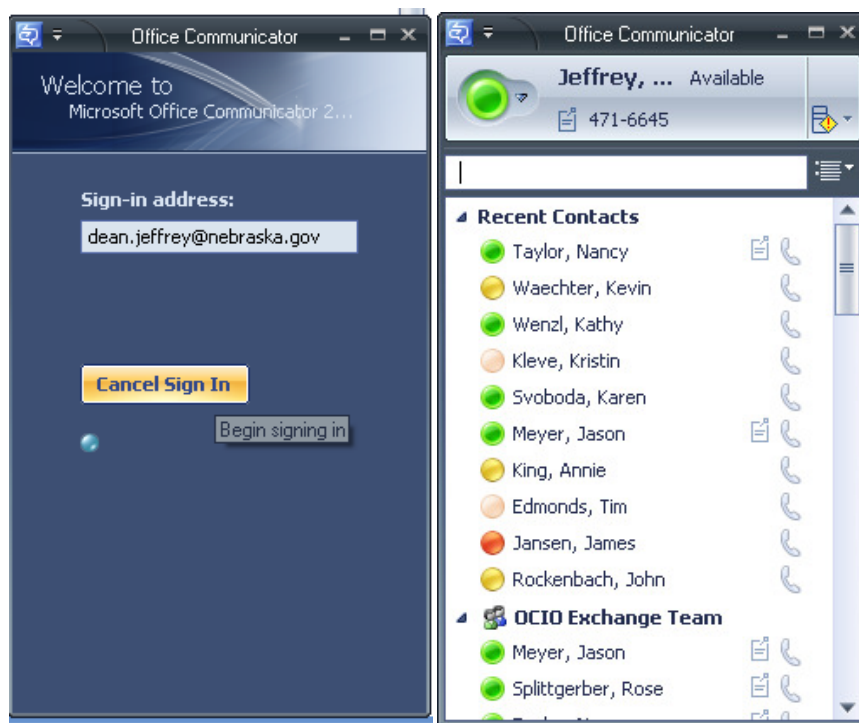
5. Windows will then issue a security warning. Select **Run**.



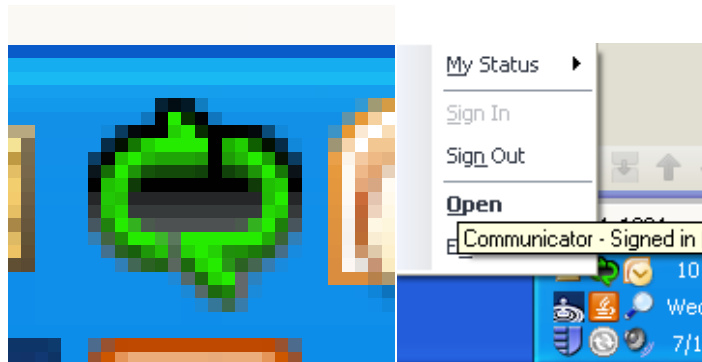
6. If you are unable to install the program because of permissions on your machine, call your Agency IT department for assistance.

## Setup

1. The setup for MOC is now unnecessary with fresh installs. In fact, the less that is set up inside the program, the better. If there is a previous installation of MOC on your computer, it may be configured incorrectly and you should proceed to step 2. of this setup section. If this was a new installation, you should see the screens below. The 1<sup>st</sup> screen should display for a few seconds followed by the next screen. If this is not the case, please proceed to step 2.



2. Check to see if MOC is running by looking in the bottom right hand corner of your task bar. If MOC is running, you will see a small green oval in your task bar. You can click on this icon and click [Open](#) to setup MOC.



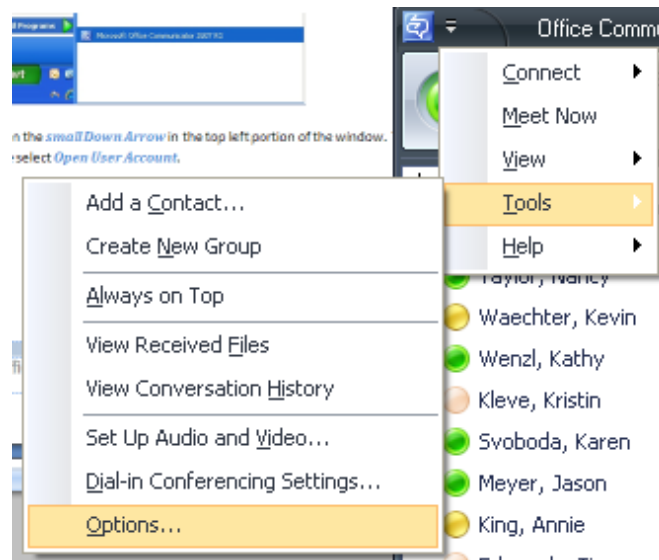
3. If you do not find MOC in your task bar, please open the program by clicking on [Start](#) then select [All Programs](#) and look for [Microsoft Office Communicator 2007 R2](#).



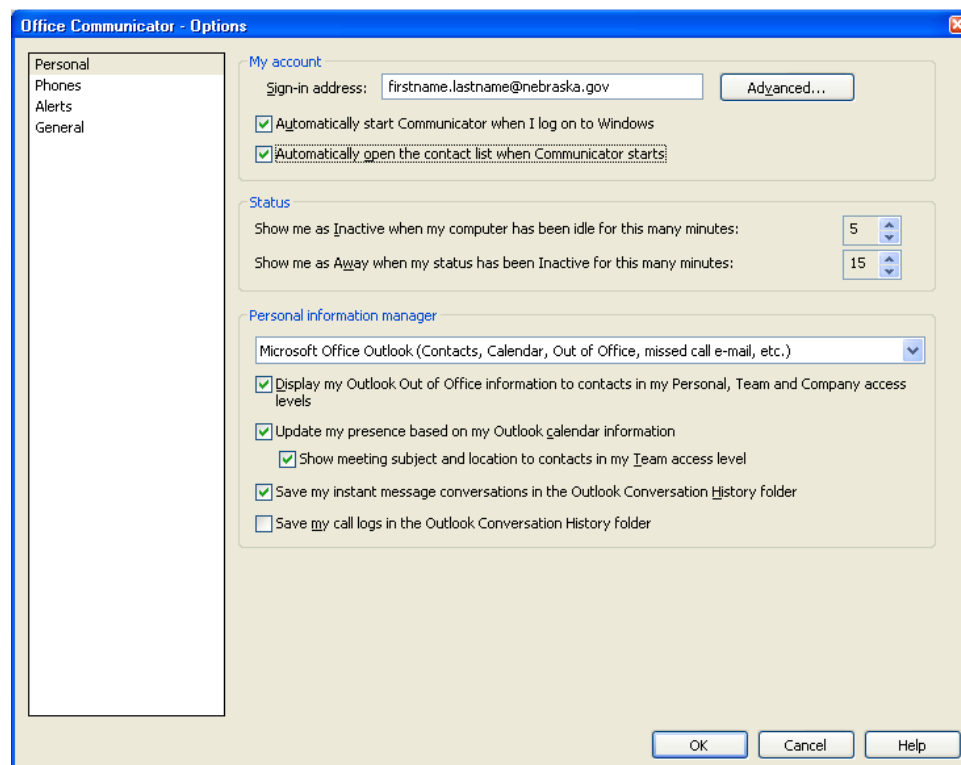
4. Click on the [small Down Arrow](#) in the top left portion of the window.



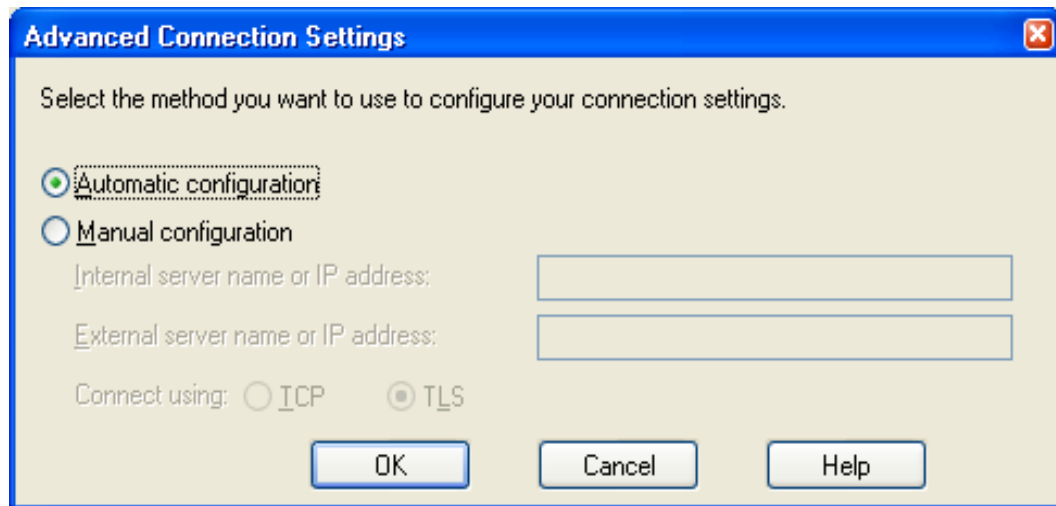
5. Clicking that **small Down Arrow** will display a list as pictured below. Select **Tools** then **Options**.



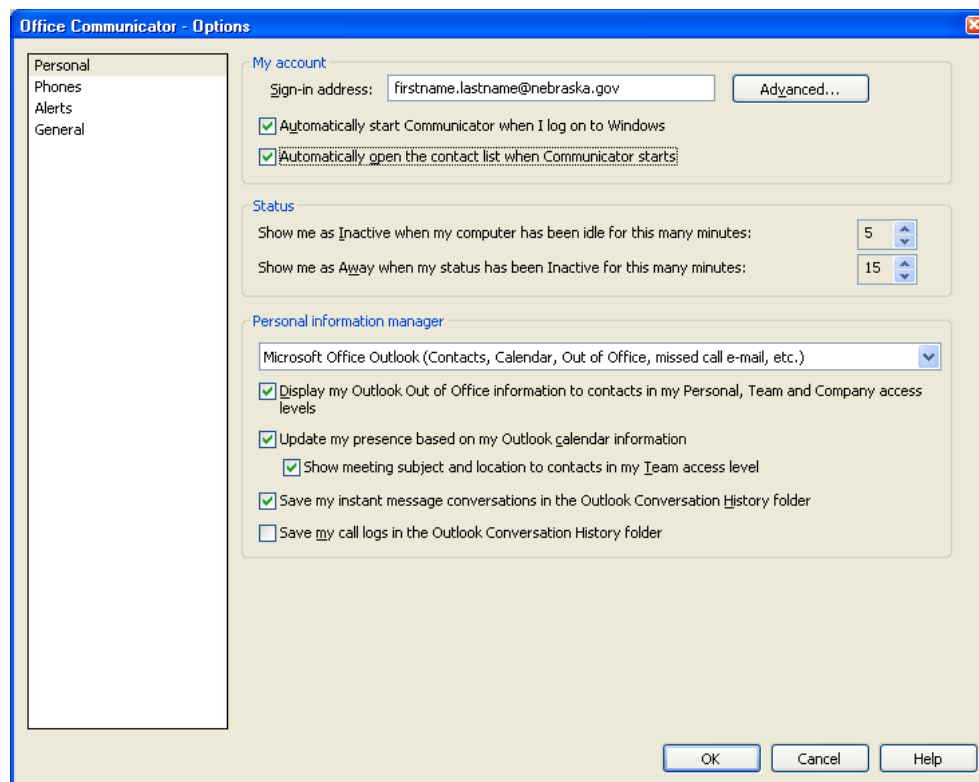
6. After selecting **Options** as pictured above, you will see the following screen. Ensure that your email address is populated in the **Sign-in address:** box, then click on **Advanced** near the top right corner.



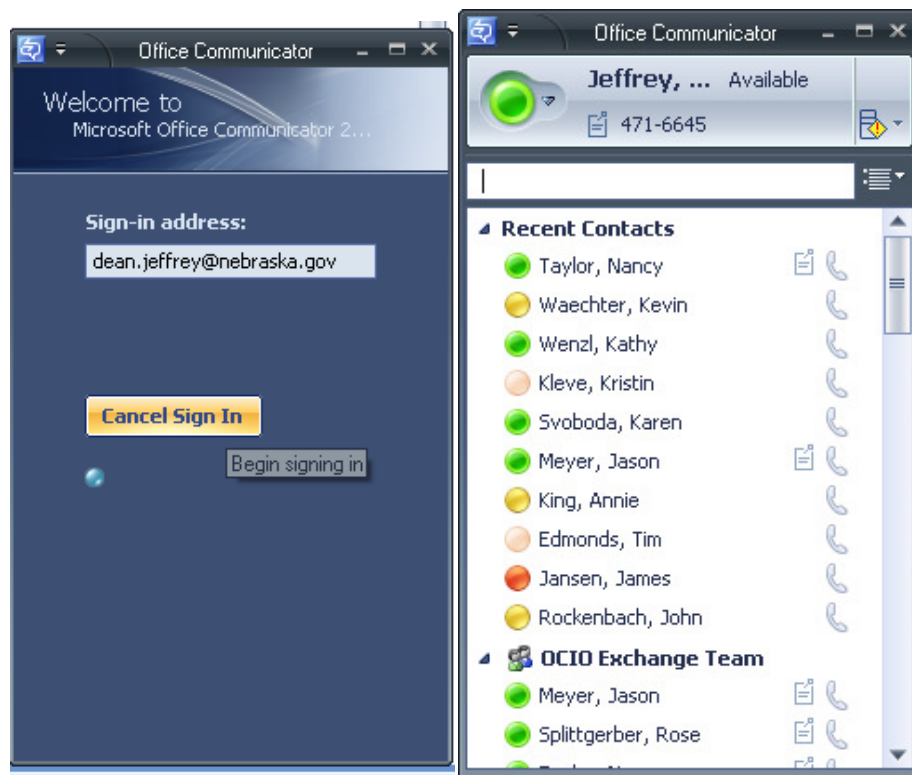
- On this screen we need to ensure that **Automatic Configuration** is selected. This is **very** important. Any other configuration on this page will cause errors. Click on **OK** after **Automatic Configuration** is selected as shown below.



- Once you have clicked **OK**, you will see the following screen again. Click **OK** once again on this screen. You have now been configured and are able to use MOC.



9. After clicking OK, you will be brought to the MOC login page which will briefly display **Cancel Sign In** then bring you into MOC. That's it! Enjoy using MOC!



**If you have any technical questions please contact:**

**Office of the CIO Help Desk**  
**cio.help@nebraska.gov**  
**402-471-4636 or 800-982-2468**

**Microsoft Office Communicator Download Site:**

<http://download.microsoft.com/download/E/2/B/E2B88A20-CC84-4F29-8C15-751ADFB8F0BF/CommunicatorEval.msi>